SYSTEM	SYSTEM MANAGEMENT SCHOOL CLOSURE ACTIVITIES	DEADLINE TO SUBMIT TO LDOE
The school shall identify an individual who will be the contact person for each the following systems:		
SPS	• Return the Sponsor Site School Closing Form prior to May 31. • Include the name of the school(s) where students will be transitioned to. • Closure date cannot be after 7/31.	05/31
SPC	• Ensure that the actual school calendar is submitted prior to reporting EOY SIS data. • Ensure that the last day of school is prior to the closure date of the school.	Actual Calendars should be entered and error-free by June 1.
SIS	• Ensure all EOY SIS data have been submitted and are accurate. • Run and verify data on all Year-Round, EOY, Graduate, and Dropout Correction reports. • Ensure all Dropout data have been corrected as much as possible. • Exit students on the last day of school (should be prior to 07/31). • Ensure the SIS/SER Crosscheck Reports and SER/SIS Crosscheck Reports are blank. (work with SER coordinator) • Ensure all graduates are exited in SIS on the last day of school with the exit reason code of 04.	All data must be entered and error-free by 6/26. (6/1 to meet privacy deadline)
STS	• If school has secondary students—all transcript data must be accurate, current and submitted to STS. • If the school has graduating seniors—ensure that all transcript data submitted to STS are accurate and certify graduates as quickly as possible, so that High School Diplomas may be issued and TOPS Awards are not delayed. • Verify all transcripts are visible in the Official Transcript System (OTS). • Note: Student graduation dates should not be after the school's closure date.	All data must be entered and error-free by 6/8. (6/1 to meet privacy deadline)
SER	• Ensure all Medicaid sessions, if applicable, are marked as 'Provided' or 'Not Provided' • Terminate Services on all SPED students with the appropriate termination reason, i.e., Moved/Transferred Within State/LEA • Ensure all evaluations are entered into SER • Ensure all IEP Forms are submitted to SER • Enter Exit data under the Sped Activity for SPED Students, if appropriate, i.e., transferred to regular education, moved out of state, graduated, dropped out, etc. • Ensure all crosscheck reports are blank: SER/SIS, SIS/SER, and SER/SIS Exit	06/26 Exit Crosscheck Blank 7/15 Discipline Deadline **07/31 Closeout Procedures Complete**
PEP	• Ensure all End of Year PEP data have been completed and are accurate. • Certify End of Year Actual Average Teacher Salary data are accurate • Certify that Highly Qualified data are complete and accurate in PEP. • All personnel should have an exit date on or before the school close date (no later than 7/31).	All data must be entered and error-free by 7/30.
AFR	• Ensure that all Annual Financial Data are submitted as required. • If the school AFR contact will be available on September 1, the school may submit its AFR via LEADS. • If the school AFR contact will not be available on September 1, contact the Audit Division at 225-342-0183. • All financials must be closed out prior to completing AFR.	System opens mid-August and closes in December. Follow guidelines to the left concerning specific dates and staff availability.
DOE Security	• The school will complete documentation (provided by the LDE) for security changes. • Disable User IDs and security access to all LDE systems	Once data submissions are complete